

HRSA-DOH Medicaid Administrative Match (MAM) Contract Monitoring Tool

Contractor: Department of Health (DOH)

Contract start date: January 1, 2008

Date of monitoring visit (One monitoring visit per fiscal year is the expectation):

HRSA Program Manager: Todd Slettvet

DOH Staff Present:

I. Time Study/Training

Obligation	Met	Not Met*
The DOH Program Administrator received the "Train-the Trainer" MAM training prior to the first time study from the HRSA MAM program manager; and/or "refresher training" as needed and demonstrates reasonable knowledge of the time study methodology.		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work. c. Contractor program Information (1) Contract management). Comments: 		
There is documentation that each DOH staff member participating in MAM received training prior to his/her first time study period		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work. a. Time Study methodology, a and b. Comments: 		

There is documentation that staff received “refresher” MAM training at least once every four billing quarters		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work. a. Time Study methodology, a and b. Comments: 		
Each staff member participating in MAM completed the time study as directed by HRSA according to the contract terms (i.e. 100% time; MAM activity Code description)		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work. a. Time Study methodology, a and b. Comments: 		

*Any Obligation not met automatically becomes an action item.

Action Items:

II.DOH MAM Activity Codes

Obligation	Met	Not Met*
The DOH Program Administrator demonstrates a reasonable understanding of all Activity codes		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work. c. Contractor Program Information (1) Contract management. Also see 4. Activity Codes. Comments: 		
Selected DOH staff demonstrate a reasonable understanding of all Activity codes based on interview questions		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work. a. Time Study Methodology, 1 and 2. Also see 4. Activity Codes. Comments: 		

Samples of participating DOH/subcontracted staff's completed time study forms show that staff understand how to code activities correctly (e.g. 100% of staff time is recorded; accurate activity code descriptions; use of parallel coding).		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work. a. Time Study Methodology and b. Contractor Program Participation. Comments: 		

*Any Obligation not met automatically becomes an action item.

Action Items:

III. MER

Obligation	Met	Not Met*
Does the Contractor/Billing Staff understand how to develop, calculate and use the MER per the contract?		
<ul style="list-style-type: none"> Contract Reference: (See 3. Statement of Work. C, Contractor Program Information-various MER descriptions 1-15); Also See 6. MAM Claiming Documentation, Calculating and Applying the Medicaid Eligibility Rate (MER) in MAM Claiming. Comments: 		
There is documentation on file to support the MER for participating programs (if required); the MER Certification Form is completed and signed by each program		
<ul style="list-style-type: none"> Contract Reference: See 6. MAM Claiming Documentation, Calculating and Applying the Medicaid Eligibility Rate (MER) in MAM Claiming. Also see 3. Statement of Work. C, Contractor Program Information-various MER descriptions 1-15. Comments: 		

*Any Obligation not met automatically becomes an action item.

Action Items:

IV. Billing

Obligation	Met	Not Met*
The Contractor submits correct and timely quarterly billings (A-19's) to HRSA with back-up documentation as required		
<ul style="list-style-type: none"> Contract Reference: See 8. Billing and Payment Procedure; Also See 13. Billing and Payment. Comments: 		
The identified Contract contact (DOH MAM Program Administrator and/or Billing staff is able to explain how claims are calculated		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work, c. Contractor Program Information (1); Also see 5. MAM Claiming Documentation; Comments: 		
Supporting documentation of salaries, wages, direct costs (Goods and Services) and travel related expenses is available for review upon request		
<ul style="list-style-type: none"> Contract Reference: See 3. Statement of Work, b. Contractor Program Participation (2). Also see 8. Billing and Payment procedure, "e". Comments: 		
The match used for participating staff salaries is allowable		
<ul style="list-style-type: none"> Contract Reference: See 9. Compliance: Federal Regulations Comments: 		

*Any Obligation not met automatically becomes an action item.

Action Items:

V. Group Discussion – Strengths and Challenges

Additional Information or Activities:

VI. Action Items With Timeframes:

HRSA will:

- 1.
- 2.
- 3.

DOH MAM Team will:

- 1.
- 2.
- 3.